



Job Description

Lamoille FiberNet Communications Union District Executive Director

Position: Permanent, Full-Time

Benefits: 80% contribution to health insurance; matching contribution to SIMPLE IRA.

Reports to the Lamoille FiberNet Governing Board

SUMMARY

Provide leadership to Lamoille FiberNet Communications Union District within the Mission and Principles statement of the organization. Carry out strategies and objectives to promote quality of service, fiscal responsibility, and system reliability as an organization. Oversee organization operations to ensure efficiency, quality, service, and cost-effective management of resources.

Responsibilities include effectively communicating pertinent information to the Governing Board; executing short- and long-term business objectives; evaluating technologies and opportunities to better serve participating communities, making recommendations to the Governing Board; planning, directing, and evaluating work and performance of employees and contractors, and controlling the organization's budget.

PRIMARY RESPONSIBILITIES

- Work with the Governing Board to develop a strategic plan to advance the Lamoille FiberNet mission and principles and quality of service, fiscal responsibility, and system reliability as an organization.
- Plan, oversee and implement fundraising and financing.
- Work closely with the participating communities. Be responsible for ensuring high level of community and end user satisfaction.
- Create a safe and welcoming work environment.
- Serve as a project manager for Lamoille FiberNet network planning and construction.
- Oversee company operations to ensure production efficiency, quality, service, and cost-effective management of resources.
- Direct activities, either directly or through subordinate managers/supervisors and/or contractors.
- Oversee all facets of employment practices and employee relations, talent recruitment, interviewing, hiring, assessments, and orientation.
- Ensure business and financial objectives are met by providing leadership and direction for all lines of business. Be responsible for detailed budget preparation in collaboration with the Finance Committee.
- Implement operating procedures to comply with state and federal regulations.
- Interpret and implement objectives and directives adopted by the Governing Board.
- Serve as a company representative before regulatory agencies, legislative bodies, and industry associations as appropriate.

- Identify new technology and business opportunities. Direct efforts to research and evaluate new technology and business opportunities for continued development and expansion.
- Provide technical information and advice to the Governing Board regarding industry issues, in collaboration with the appropriate committee.
- Update Governing Board and Finance Committee on company financial status and operating issues as appropriate.
- Participate in and support Governing Board and committee meetings as needed and lead implementation of strategic goals.
- Monitor network operations and respond appropriately, using approved operating procedures, during outages and emergencies.
- Perform all other related duties.

KNOWLEDGE AND SKILL REQUIREMENTS

Experience in planning and execution. Knowledge of contracting, negotiating, and change management. Skill in developing, examining, and executing operations and procedures. Experience in formulating policy and developing and implementing new strategies and procedures. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Knowledge of regulatory, public and community relations principles and practices. Ability to develop and deliver presentations. Ability to identify and secure funding/revenue sources, including grant writing experience.

Experience maintaining and operating critical infrastructure and preventive maintenance and emergency response protocols. Demonstrated ability to remain calm under pressure. Able to respond quickly at any time. A strong understanding of safety protocols along with the ability to ensure safe working conditions for employees and contractors.

Work requires professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in diverse communities. Ability to motivate teams and simultaneously manage several projects.

Demonstrated expertise in the telecommunications industry, including broadband and wireless is required; a demonstrated strong technical background is necessary. Demonstrated success leading a community or cooperative-based organization is preferred.

Work requires willingness to work a flexible schedule. Must be willing to work long hours during storm and/or outage conditions.

WORKING CONDITIONS

Working conditions are normal for an office environment, sit for long periods of time and use phone and computer for long periods of time. Must be able to lift and carry a load up to 40 pounds. Work may require some evening and outside field work and statewide travel, requiring access to reliable transportation. This role is office-based at a Lamoille County location; telecommuting may be possible.

Lamoille FiberNet is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.